

# Blossom Federation

Daubeney, Sebright and Lauriston



## **Application Form For Teaching & Support Staff**

Please send your completed application to  
[salom@blossom.hackney.sch.uk](mailto:salom@blossom.hackney.sch.uk)

## Section A: Personal details This page will be removed prior to the Shortlisting process.

So that your application can be reviewed anonymously certain pages will be removed before the Shortlisting process. This will be indicated at the start of each section of this application form.

Your personal details will only be revealed if you are successful in being selected for an interview. Only the pages which relate to your education and qualifications; your work experience and employment history; and your supporting statement will be used during the shortlisting process.

### Job details

<b>Job title:*</b>	<input type="text"/>	<b>Job reference no:*</b>	<input type="text"/>
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### Applicant details

<b>Surname:*</b>	<input type="text"/>	<b>Forename:*</b>	<input type="text"/>
<b>Preferred name:</b>	<input type="text"/>	<b>Title:*</b>	<input type="text" value="Click to select..."/>
<b>NI number:*</b>	<input type="text" value="XX"/>	<input type="text" value="nn"/>	<input type="text" value="nn"/>
	<input type="text" value="nn"/>	<input type="text" value="X"/>	

**Previous names** (please use the [Continuation sheet](#) on page 10 if you need space to record more)

Name	Used from	Used until:
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/>	<input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/>	<input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/>	<input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/>	<input type="text" value="Click or tap to enter a date."/>

## Address and contact details

<b>Address:*</b>	<input type="text"/>	<b>Home tel:</b>	<input type="text"/>
		<b>Mobile:</b>	<input type="text"/>
		<b>Email:</b>	<input type="text"/>
		<b>Preferred means of contact:*</b>	<input type="button" value="Click to select..."/>
<b>Postcode:*</b>	<input type="text"/>		

## Section B – Your application

**Work experience** - This section will be **included** in the Shortlisting process.

Please provide your complete employment history. If you have any gaps in your employment, please complete the section on page 6. If you need more space, please use the **Continuation sheet** on page 10. For teaching posts, please indicate the pay scale point and any additional allowances you are/were paid (if applicable). Please give a brief description of your main responsibilities, including the ages you taught (if applicable).

### Current or most recent employment

<b>Job title:</b>	<input type="text"/>	<b>Employer:</b>	<input type="text"/>
<b>Industry sector:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>
<b>Start date:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>End date:</b>	<input type="text" value="Click or tap to enter a date."/>
		<b>Salary:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>		
<b>Main responsibilities:</b>	<input type="text"/>		

## Previous employment

<b>Job title:</b>	<input type="text"/>	<b>Employer:</b>	<input type="text"/>
<b>Industry sector:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>
<b>Start date:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>End date:</b>	<input type="text" value="Click or tap to enter a date."/>
		<b>Salary:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>		
<b>Main responsibilities:</b>	<input type="text"/>		

### Previous employment (continued)

<b>Job title:</b>	<input type="text"/>	<b>Employer:</b>	<input type="text"/>
<b>Industry sector:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>
<b>Start date:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>End date:</b>	<input type="text" value="Click or tap to enter a date."/>
		<b>Salary:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>		
<b>Main responsibilities:</b>	<input type="text"/>		

<b>Job title:</b>	<input type="text"/>	<b>Employer:</b>	<input type="text"/>
<b>Industry sector:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>
<b>Start date:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>End date:</b>	<input type="text" value="Click or tap to enter a date."/>
		<b>Salary:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>		
<b>Main responsibilities:</b>	<input type="text"/>		

## Previous employment (continued)

<b>Job title:</b>	<input type="text"/>	<b>Employer:</b>	<input type="text"/>
<b>Industry sector:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>
<b>Start date:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>End date:</b>	<input type="text" value="Click or tap to enter a date."/>
		<b>Salary:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>		
<b>Main responsibilities:</b>	<input type="text"/>		

<b>Job title:</b>	<input type="text"/>	<b>Employer:</b>	<input type="text"/>
<b>Industry sector:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>
<b>Start date:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>End date:</b>	<input type="text" value="Click or tap to enter a date."/>
		<b>Salary:</b>	<input type="text"/>
<b>Reason for leaving:</b>	<input type="text"/>		
<b>Main responsibilities:</b>	<input type="text"/>		

Please use the [Continuation sheet](#) on page 10 to record other jobs or work experience

## Gaps in employment history

If there are any gaps in your employment history, please explain them below. Any gaps such as career breaks to have children, sabbaticals etc should be included here.

<b>Reason:</b>	<input type="text"/>
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## Education

This section will be **included** in the Shortlisting process.

Please provide us with your complete education history, starting with the most recent, below. Also use this section to record any current studies that you are undertaking. If there are any gaps in your education history, please complete the section at the bottom of this page. If you need more space, please use the **Continuation sheet** on page 10.

### Higher education

University/institute: (state country if not UL)	Education level, subject and grades: (e.g. BA Hons: English 2:1)	Start and end dates:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Secondary and further education

The DfE requires that applicants for teaching posts must have at least a standard equivalent to a grade 4/C GCSE in English and Maths, or have reached the equivalent standard. If you intend to train to teach pupils aged 3 – 11 (early years and primary), you must also have achieved a standard equivalent to a grade C/4, or above, in a GCSE science subject examination.

School/college: (state country if not UL)	Education level, subject and grades: (e.g. GCSEs: Maths A)	Start and end dates:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please use the **Continuation sheet** on page 10 to record other education.

### Gaps in education history

If there are any gaps in your education history, please explain them below

<b>Reason:</b>	<input type="text"/>
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## Teaching qualifications

This section will be included in the Shortlisting process.

Please skip to the **Other qualifications and memberships** section if you do not hold any teaching qualifications.

<b>Are you recognised by the DfE as a qualified teacher in this country?*</b>		Select
<b>DfE Number:</b>	<input type="text"/>	<b>Date when qualified:</b> <input type="text" value="Click or tap to enter a date."/>
<b>TRN number:</b>	<input type="text"/>	
<b>Have you successfully completed a period of induction as a qualified teacher in this country as required by the DfE?*</b>		Select
<b>For Headteacher applications only</b>		
<b>Have you completed or enrolled to a National Professional qualification for Headship?*</b>		Select
<b>Date completed:</b>	<input type="text" value="Click or tap to enter a date."/>	<b>OR</b> <b>Date enrolled on course:</b> <input type="text" value="Click or tap to enter a date."/>
<b>If appointed, when would you be able to commence employment?*</b>		<input type="text"/>

## Other qualifications and memberships

Please provide details of any other relevant qualifications and training.

### Other qualifications

Course training title:	Start and end dates:
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/> <input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/> <input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text" value="Click or tap to enter a date."/> <input type="text" value="Click or tap to enter a date."/>

### Memberships

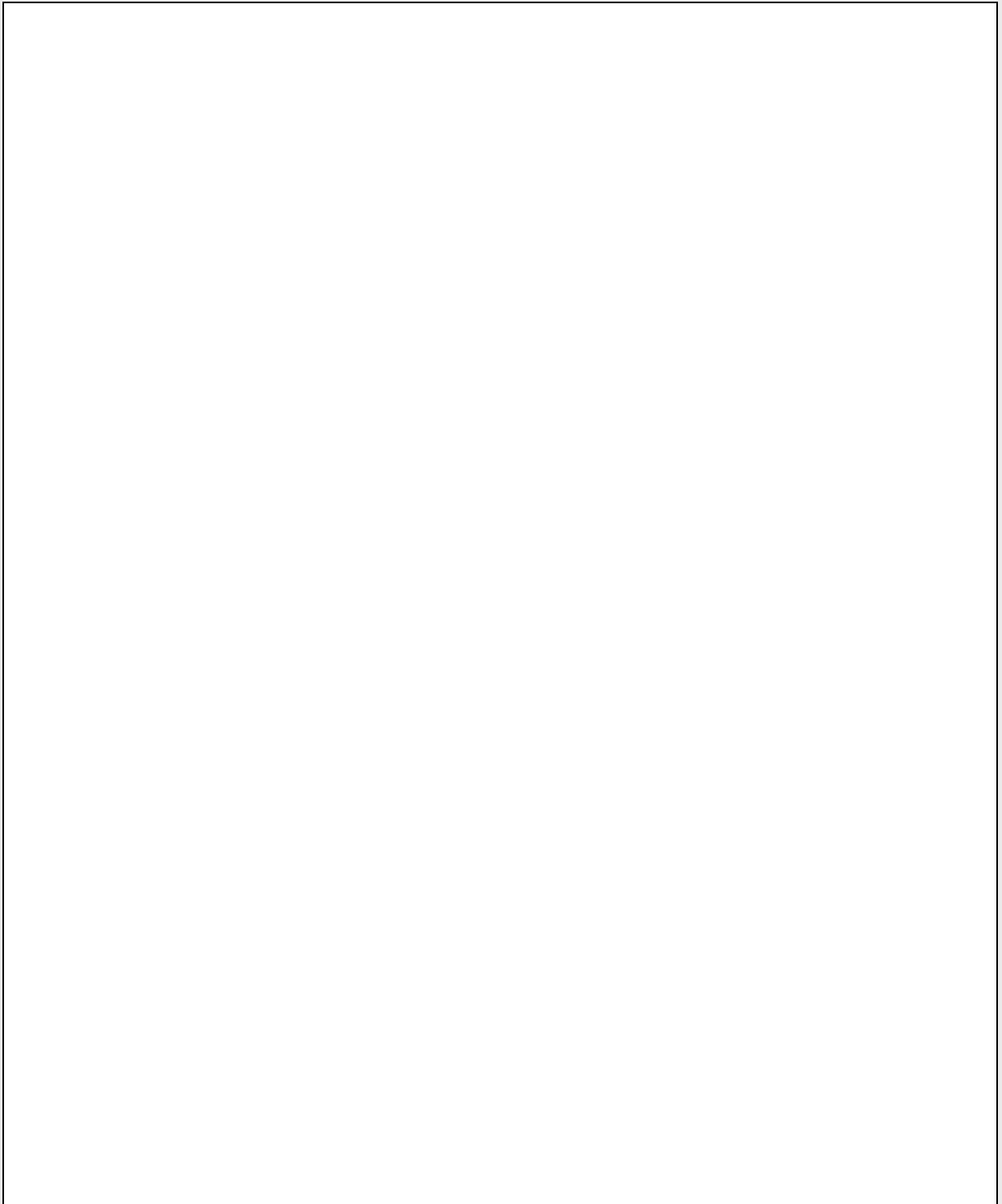
Membership name and level:	Membership number:	Start and end dates:
<input type="text"/>	<input type="text"/>	<input type="text" value="Click or tap to enter a date."/> <input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Click or tap to enter a date."/> <input type="text" value="Click or tap to enter a date."/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Click or tap to enter a date."/> <input type="text" value="Click or tap to enter a date."/>

**Supporting statement** This page will be included in the Shortlisting process.

Use this page to provide information to support your application.

Before completing your supporting statement, please ensure that you have read the advertisement, Job Description including the Person Specification and any other information provided relevant to the role you are applying for. In order to improve your chances of being selected, use this supporting statement to provide relevant examples from your experience to demonstrate how you meet the requirements of the role.

**Statement**



**Continuation sheet** This page will be **included** in the Shortlisting process.

Please use this page to provide us with any additional information (e.g. further work experience).

**Details:**

A large, empty rectangular box with a thin black border, intended for the candidate to provide additional information. The box is positioned to the right of the 'Details:' label and occupies most of the page's width and height.

## References

This page will be **included** in the Shortlisting process.

Use this page to supply details of two individuals, not related to you, from whom we may obtain references.

- At least one must be your present or most recent employer and must be a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations).
- If your most recent employment did not involve working with children, please provide a second reference from a relevant employer from the last time you worked with children.
- If you have never been in a role where you have worked with children or your current role involves you working with children, you must supply a details of second referee who can provide can factual information on your recent employment history relevant to this role.
- If you are currently studying or have recently completed your studies and are unable to provide two employment references, you can provide details of an academic reference.

**Please note:** personal references will not be accepted.

In line with the [Keeping Children Safe in Education guidance](#), the school will obtain references for shortlisted candidates before their interview. If you are invited for an interview, we will seek your permission to approach your referees before your interview. **Note:** the school may request additional or alternative references from those provided on this form.

<b>Name:</b> *	<input type="text"/>	<b>Relationship to referee:*</b>	<input type="text"/>
<b>Job title:*</b>	<input type="text"/>	<b>Employer:*</b>	<input type="text"/>
<b>Address:*</b>	<input type="text"/>		
<b>Telephone:*</b>	<input type="text"/>	<b>E-mail:*</b>	<input type="text"/>

<b>Name:</b> *	<input type="text"/>	<b>Relationship to referee:*</b>	<input type="text"/>
<b>Job title:*</b>	<input type="text"/>	<b>Employer:*</b>	<input type="text"/>
<b>Address:*</b>	<input type="text"/>		
<b>Telephone:*</b>	<input type="text"/>	<b>E-mail:*</b>	<input type="text"/>

## About your application

### Where have you heard about this vacancy?\*

<b>Please tell us where you have first seen this vacancy advertised (i.e. TES, Guardian online, Hackney Education website) *</b>	<input type="text"/>
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**Declaration** This section will be **included** in the Shortlisting process.

Read the declarations on this page and provide additional information where required.

### Personal relationships

All applicants are required to declare personal relationships with existing employees of the school. Omitting any personal relationships with members of the selection panel might disqualify you.

Are you related to, or a close friend of any employee of the school?\*  Yes  No

If yes, what is their name and your relationship with them? [Click here to provide details](#)

### Asylum and Immigration Act

**You must have the right to work in the UK when you apply.**

If you are an EU Citizen, you will need to ensure you have received EU Settled Status. Check your right to work on the government website: <https://www.gov.uk/prove-right-to-work>.

Are you legally authorised to work in the UK?\*  Yes  No

Under the Asylum and Immigration Act (1971), please confirm whether you need a work permit to work in the UK:

Select

As part of our pre-employment checks you will be required to provide evidence that you are legally allowed to work in the UK.

### Criminal records checks

Due to the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act (ROA) 1974.

Posts which undertake regulated activity will require a DBS Enhanced check (including children's barred list information). That means that all convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice must be disclosed during the recruitment process. Failure to disclose such information may result in the withdrawal of a job offer or, if subsequently discovered, could result in dismissal or disciplinary action. If the role you are applying for requires a DBS check, and you have worked/lived abroad continuously for 6 months within the last 5 years we may request you to also complete an overseas criminal records check.

For further details, please refer to Hackney Education's [DBS Policy for Schools](#).

### Self-declaration form

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [GOV.UK](#)

## Prevention and detection of fraud

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for those purposes.

## Disability Confident Scheme (DCS)

As an equal opportunities employer, we actively encourage applicants from people with disabilities. We guarantee to interview anyone with a disability who meets the minimum criteria for the post. Telling us about a disability is your decision and is entirely voluntary.

Do you consider yourself to have disability and wish to apply under the Disability Confident Scheme (DCS)? \*

Select

If you consider yourself to have a disability, is there any assistance that you may need to attend an interview?

Yes  No

If yes, please describe the assistance you may need

[Click here to provide details](#)

## Employee declaration

I have read and understood the information contained in this application form.

I declare that all information I have provided on this form is true and accurate and I understand that to knowingly make a false statement for the purpose of gaining employment is a criminal offence.

I understand that the school will undertake safeguarding checks relevant to the role including an Enhanced DBS check and children's barred list check (for roles involving regulated activity).

I confirm that I am not banned from engaging in regulated activity relevant to children.

I understand that omissions or incorrect statements might disqualify me from the recruitment process or, if appointed, my employment may be terminated.

This declaration constitutes part of the terms of contract if I am appointed.

I agree to the above declaration\*  Yes  No

Type your name and/or drop an image of your signature in the box.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Section C - Equalities monitoring

This page **will be removed** prior to the Shortlisting process

We are committed to being an equal opportunities employer. Please complete this page to enable us to monitor the effectiveness of our Equal Opportunities policy in regards to our applicants. No one involved in the recruitment process will see the information you provide on this page; it is only used for monitoring purposes. This information is removed prior to shortlisting and will not form any part of the assessment process.

If you do not wish to provide some of this information, please tick the 'Prefer not to say' boxes, as appropriate.

<b>Marital status:*</b>	<input type="text" value="Click to select"/>	<b>Religious belief:*</b>	<input type="text" value="Click to select"/>
<b>Ethnicity:*</b>	<input type="text" value="Click to select"/>	<b>Nationality:*</b>	<input type="text"/>
<b>Gender:*</b>	<input type="text" value="Click to select"/>	<b>Please state it:</b>	<input type="text"/>
How do you personally identify your gender?		If you prefer to use your own term	
<b>Gender reassignment:*</b>	<input type="text" value="Click to select"/>	<b>Sexual orientation:*</b>	<input type="text" value="Click to select"/>
Is your gender identity different to the sex you were assumed to be at birth?			
<b>Pregnancy/maternity:*</b>	<input type="text" value="Click to select"/>	<b>What is your age range:*</b>	<input type="text" value="Click to select"/>
Have you been pregnant and/or on maternity leave in the last two years?			
<b>Disability:*</b>	<input type="text" value="Click to select"/>	<b>Description:</b>	<input type="text" value="Click to select..."/>